Tasking Memorandum No. 00-090

Memorandum For DEFENSE CONTRACT MANAGEMENT DISTRICTS

Subject: Facilities Space Utilization and Reporting

Date: January 4, 2000

Suspense Date: January 20, 2000

Target Audience: Office of Installation and Telecommunications Services

Requirement(s):

- Districts are under the purview of DLAR 5305.2, Space Management and Reporting, which requires annual Administrative Space Assignment and Use Summary reports (DLA Forms 662) to ensure that space assignments are in accordance with allocation standards.
- The basic DLA Form 662 has been modified to incorporate additional factors and a quarterly report is required for the planning and budgeting process. This is critical in order to ensure that the facility budget requirements are included in the annual and POM budget cycles, and for reporting against the DCMC performance goal.
- Districts should include the following additional information in future report submissions beginning with the report due January 20:
 - Facility ZIP code
 - Number of parking spaces
 - · Number of employees on board
 - Authorized military
 - Number of tenant employees on board
 - Total employees
 - Annual cost (commercial, Federal, DoD, other)
 - Lease expiration date
 - Status codes
 - Date waiver approved
- Data contained in DLA Form 662s will be used to report against FY 00 Performance Goal 2.1.9.
- The PLAS process code for this activity is 211.

Point of Contact for Further Information:

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Signature: -

Marcia Case

Director

DCMC Resource and Organizational Management

Attachment

Revised reporting format

DCMD_ Facility Listing Quarter and date

				1		4				No.							Annual	Lease	l	
ACTIVITY	STREET	CITY	STA	ZIP	(C)	Office	 Storage	Special	TOT Space	Parking Spaces	O/B	Auth MIL	LESs	Tenants	TOT Empl	Util Rate	/Cost (FY 00)	Expiration Date	Status	Date Waiver Approved
DCMC APMO	Bldg 1854	Pensacola	FL	32508		504	0	0	504		4				4	126	3,000	ISA		
DCMC APMO	Bldg B-95	Marrietta	GA	30060	4	10,192	350	300	10,842		42				42	243	5,000	ISA	WD	01/31/00
DCMC APMO		Robbins AFB	GA	31098	D	3,200	0	0	3,200		26				26	123	3,500	ISA		
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Space Status Codes															<u> </u>					
CP	Corrective action in progress	3																		
CA	Corrective action plan require	ed										ļ							<u> </u>	
WP	Waived; corrective action per	nding lease expirat	ion																<u></u>	
WD	Waived - DoD space																			
WC	Waived - DoD space with ne	gligible cost																		
WE	Waived • Economidspecial c	ircumstances																		
TP	Termination in progress																			